



"CENTS"IBLE SAVINGS CHECKLIST

Identify your kitchen's strengths and areas for improvement. Place a check in the appropriate column. Be honest with yourself since you do not have to show this rating to anyone.

| | Never ¢ | Sometimes ¢¢ | Often ¢¢¢ | Always ¢¢¢¢ |
|--|------------|-----------------|--------------|----------------|
| 1. Are you pre-costing the menu items to see if you are using an affordable menu? | | | | |
| 2. Are you using the utensils correctly for proper portion control? | | | | |
| 3. Are you buying with competitive bids and using at least two vendors? | | | | |
| 4. Are you using the resource books available to you for purchasing and menu planning? | | | | |
| 5. Are you using the standardized recipes? | | | | |
| 6. Are you checking invoices against products actually delivered? | | | | |
| 7. Are you setting prices based on a break-even formula? | | | | |
| 8. Are you advising cashiers, and serving line staff of new food prices? | | | | |
| 9. Are you code dating the inventory? | | | | |
| 10. Are you inspecting the merchandise? | | | | |
| 11. Are you rotating stock for FIFO? | | | | |
| 12. Are you following the menu as planned? | | | | |
| 13. Are you serving the appropriate portion sizes? | | | | |
| 14. Are you in an operation that has a system to quickly replenish food as needed? | | | | |
| 15. Are you using production records to aid you in predicting and purchasing? | | | | |
| 16. Are you using "Just in Time" cooking methods? | | | | |
| 17. Are you reconciling the deposits and meal counts to cash register tape? | | | | |
| 18. Are you planning for use of leftover foods? | | | | |
| 19. Are you accountable for yourself and your team? | | | | |